



Ordinary Council Meeting

Minutes | 30th September 2021

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any member or officer of the Shire of Quairading during the course of any meeting is not intended to be and is not to be taken as notice of approval from the Shire of Quairading. No action should be taken on any item discussed at a Council meeting prior to written advice on the resolution of the Council being received.

Any plans or documents contained in this document may be subject to copyright law provisions (Copyright Act 1968, as amended) and the express permission of the copyright owner(s) should be sought prior to the reproduction.

CONTENTS

Agenda Item

Page

Agenda Item	Page
ITEM 1	OPENING & ANNOUNCEMENTS.....3
ITEM 2	ATTENDANCE AND APOLOGIES3
ITEM 3	PUBLIC QUESTION TIME..... 4
ITEM 4	DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS..... 4
ITEM 5	APPLICATIONS FOR LEAVE OF ABSENCE..... 4
ITEM 6	DECLARATIONS OF INTEREST..... 4
ITEM 7	CONFIRMATION OF MINUTES AND BUSINESS ARISING 4
7.1	Confirmation of Minutes: Ordinary Council Meeting – 26 th August 2021..... 4
7.2	Business Arising..... 4
ITEM 4	*DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS.....5
ITEM 8	RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)5
8.1	Reconciliation Action Plan Committee Meeting Minutes – 11 th August 20215
8.2	Local Emergency Management Committee Meeting Minutes – 9 th September 2021.....5
8.3	Quairading Medical Executive Committee Meeting Minutes – 16 th September 2021.....6
ITEM 9	RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION7
9.1	Audit and Risk Committee Meeting Minutes – 14 th September 2021.....7
	<i>1) 2020/2021 Financial Audit – Office of the Auditor General (OAG).....7</i>
	<i>2) Grant Funding Status Report 8</i>
	<i>3) Report on Excess Annual Leave and Long Service Leave..... 8</i>
	<i>4) Risk Management Dashboard Review – June 2021..... 8</i>
ITEM 10	MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING10
ITEM 11	MATTERS FOR CONSIDERATION – FINANCE & AUDIT 11
11.1	Accounts for Payment – August 2021..... 11
11.2	Financial Information – Statements of Income and Expenditure for the Period Ending – 31 st July 2021 13
ITEM 12	MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION.....16
12.1	Shire Administration Centre and Works Depot Reception Closure between Christmas and New Year 16
12.2	Business Support Grants Program (2021/22) – September 202119
ITEM 13	MATTERS FOR CONSIDERATION – HEALTH AND BUILDING 23
ITEM 14	MATTERS FOR CONSIDERATION – WORKS24
14.1	RFQ Bituminous Surfacing Application Works for 2021/22 Year 24
ITEM 15	URGENT COUNCILLORS’ BUSINESS 28
ITEM 16	CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2) 28
ITEM 17	NEXT MEETING DATE..... 28
ITEM 18	CLOSURE 28

SHIRE OF QUAIRADING

The Ordinary Council Minutes of Meeting held on Thursday 30th September 2021 commencing at 2.01 pm.

ITEM 1 OPENING & ANNOUNCEMENTS

The Deputy Shire President opened the Meeting at 2.01 pm.

"Before we start our Meeting, I would like to acknowledge that we are meeting on Noongar / Ballardong land and we pay respect to the original custodians...past, present and future and welcome you all here today for this Meeting".

Cr Jo Haythornthwaite welcomed Councillors, Staff and members of the public Mr Grant Mills and Mrs Marion O'Hare to the meeting.

Michelle Magdy of Tennis West invited to make presentation to Council in regard to Community Tennis Clubs. Refer to Item 4 in the Minutes.

One (1) Minute Silence was observed for local Elder, the Late Mr Basil Winmar on his Passing, who worked for Council from 1974 - 1996.

ITEM 2 ATTENDANCE AND APOLOGIES

Councillors

Cr JN Haythornthwaite	Deputy Shire President
Cr BR Cowcill	
Cr JW Haythornthwaite	
Cr JR Hippisley	
Cr B McGuinness	
Cr PD Smith	
Cr TJ Stacey	

Council Officers

Mr GA Fardon	Chief Executive Officer
Mrs LM Horton	Executive Manager of Corporate Services
Mr A Rourke	Executive Manager of Works & Services
Mr RM Bleakley	Executive Manager of Community, Projects and Strategy
Mrs AG Strauss	Executive Officer

Observers/Visitor

Mr Grant Mills	(Left the meeting at 2.37 pm)
Mrs Marion O'Hare	(Left the meeting at 2.37 pm)
Ms Michelle Magdy	Tennis West (2.11 pm - 2.37 pm)

Apologies

Nil

Leave of Absence Previously Granted

Shire President Cr Wayne Davies for the 30th September 2021 Ordinary Council Meeting.

ITEM 3 PUBLIC QUESTION TIME

No Questions from the Members of the Public present.

ITEM 4 DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

See Presentation to Council after Item 7.

ITEM 5 APPLICATIONS FOR LEAVE OF ABSENCE

Nil received.

ITEM 6 DECLARATIONS OF INTEREST

Cr McGuinness - Declared an Impartiality Interest with Item 14.1 RFQ Bituminous Surfacing Application Works for 2021/22 Year. Historic employment with EDI.

ITEM 7 CONFIRMATION OF MINUTES AND BUSINESS ARISING

7.1 Confirmation of Minutes: Ordinary Council Meeting – 26th August 2021

RESOLUTION: 31-21/22

MOVED Cr Cowcill SECONDED Cr Stacey

That the Minutes of the Ordinary Meeting of Council held on the 26th August 2021 be confirmed as a true and accurate.

CARRIED 7/0

7.2 Business Arising

Nil

ITEM 4 *DEPUTATIONS / PRESENTATIONS / SUBMISSIONS / PETITIONS

2.11 pm

Ms Michelle Magdy thanked Council for allowing her present the Tennis West vision to build thriving Tennis Communities in Western Australia.

Ms Magdy explained that eight pillars of a thriving Tennis Community have been identified and are the building blocks in fostering a safe, inclusive and playful clubs, that thrive in their respective communities.

The eight pillars identified are as follows – know your Community, appropriate products, right management model, welcoming safe and inclusive culture, clear vision and identity, financially viable, sustainable facilities and digital presence.

Tennis West are currently recruiting additional staff to align with their vision to be able to effectively partner with Councils and Clubs to ensure mutual beneficial relationships between Clubs and Tennis West.

Ms Magdy advised that there were 187 Clubs in the State including the Zones. Tennis West will assist Clubs to identify at least 3 pillars to establish the Club within the community.

Mr Grant Mills provided some comments on the Quairading Club's recent initiatives and contact / assistance from Tennis West.

Ms Magdy advised that Tennis West Staff are looking forward to engaging with local Tennis Clubs, Councils and Schools.

2.37 pm

Ms Magdy left the Meeting.

Mr Mills and Mrs O'Hare left the Meeting.

ITEM 8 RECEIVAL OF COMMITTEE MEETING MINUTES (NO RECOMMENDATIONS)

8.1 Reconciliation Action Plan Committee Meeting Minutes – 11th August 2021

RESOLUTION: 32-21/22

MOVED Cr Stacey SECONDED Cr McGuinness

That the Minutes of the Reconciliation Action Plan Committee Meeting held on the 11th August 2021 be received.

CARRIED 7/0

8.2 Local Emergency Management Committee Meeting Minutes – 9th September 2021

RESOLUTION: 33-21/22

MOVED Cr Cowcill SECONDED Cr Hippisley

That the Minutes of the Local Emergency Management Committee Meeting held on the 9th September 2021 be received.

CARRIED 7/0

8.3 Quairading Medical Executive Committee Meeting Minutes – 16th September 2021

The CEO has deemed the Minutes as confidential due to the information being of a commercial nature.

Local Government Act 1995 5.23 (2)(e)

The Minutes were provided to Elected Members under separate cover. The Minutes are not for publication.

RESOLUTION: 34-21/22

MOVED Cr Hippisley SECONDED Cr Cowcill

That the Minutes of the Quairading Medical Executive Committee Meeting held on the 16th September 2021 be received.

CARRIED 7/0

INTENTIONALLY LEFT BLANK

ITEM 9 RECOMMENDATIONS FROM COMMITTEE MEETINGS FOR COUNCIL CONSIDERATION

9.1 Audit and Risk Committee Meeting Minutes – 14th September 2021

Meeting Date	30 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Audit & Risk Committee Meeting Minutes
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil.

OFFICER'S RECOMMENDATION

RESOLUTION: 35-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the Minutes of the Audit & Risk Committee Meeting held on the 14th September 2021.

CARRIED 7/0

That Council consider each of the Committee's following recommendations individually: -

1) 2020/2021 Financial Audit – Office of the Auditor General (OAG)

RESOLUTION: 36-21/22

MOVED Cr Hippisley SECONDED Cr Cowcill

RECOMMENDATION: AR2-21/22

That the Audit and Risk Committee recommend to Council that: -

1. Council receive the Interim Management Letter and Interim Management Letter Attachment from Anna Liang, Assistant Director Financial Audit; Office of the Auditor General for the audit Year ended 30th June 2021.
2. Council notes the Management's Responses and Planned Actions from the Auditor's Letter.
3. Council notes the Request submitted to the Department of Local Government, Sport and Cultural Industries for an Extension of time to the 31st October 2021 for the submission of the Annual Financial Statements to the Auditor.

CARRIED 7/0

Note

The CEO reported that the DLGSCI had granted approval to Council for the Extension of time to the 31st October 2021 to submit the Annual Financial Statements to Council's Auditor.

2) Grant Funding Status Report

RESOLUTION: 37-21/22

MOVED Cr Stacey SECONDED Cr Cowcill

RECOMMENDATION: AR3-21/22

That the Audit and Risk Committee recommend to Council that: -

Council notes the Grants Status Reports dated September 2021.

CARRIED 7/0

3) Report on Excess Annual Leave and Long Service Leave

RESOLUTION: 38-21/22

MOVED Cr McGuinness SECONDED Cr Hippisley

RECOMMENDATION: AR4-21/22

That the Audit and Risk Committee Recommend to Council that: -

Council receive the report on the Shire's Leave Liabilities.

CARRIED 7/0

4) Risk Management Dashboard Review – June 2021

RESOLUTION: 39-21/22

MOVED Cr McGuinness SECONDED Cr Stacey

RECOMMENDATION: AR5-21/22

That the Audit & Risk Committee Recommend to Council: -

That Council receive the Risk Management Quarterly Report for June 2021.

CARRIED 7/0

IN BRIEF

Minutes of the 14th September 2021 Meeting of the Audit and Risk Committee include four (4) Recommendations to Council.

MATTER FOR CONSIDERATION

Committee Recommendations to Council.

BACKGROUND

The Audit and Risk Committee Meeting was held on the 14th September 2021 from which there are four (4) Recommendations for Council's consideration, namely: -

RECOMMENDATION: AR2-21/22

RECOMMENDATION: AR3-21/22

RECOMMENDATION: AR4-21/22

RECOMMENDATION: AR5-21/22

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Financial Management) Regulations 1996

Local Government (Long Service Leave Regulations)

Local Government Industry Award 2020

POLICY IMPLICATION

AR4-21/22 - Council's ORG.2 Leave Management Policy.

FINANCIAL IMPLICATIONS

AR2-21/22 - The Office of the Auditor General have advised the indicative fee for conducting the External Audit for the 2020/21 Annual Financial Statements to be \$27,000 (ex GST). The amount of \$30,000 has been included in the 2021/22 Budget to ensure coverage of this indicative fee and any additions that may be incurred.

AR3-21/22 - All Approved Grants have been included in Council's Adopted Budget for the 2021/2022 Financial Year.

AR4-21/22 - The Current Liability for both types of Leave (if all Claimed on 31st August 2021) is calculated at \$209,613.

The current position represents 79.3% Coverage of the Liability by the Leave Reserve Fund.

AR5-21/22 - Nil

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP	
5.1	Shire communication is consistent, engaging and responsive
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4	Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

N/A

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating considered Low.

AR2-21/22 - Cost of the Annual Audit is included in the Budget. The Audit's purpose is not to uncover any financial fraud, however having strong financial processes, as raised in the Management report can reduce the risk of this occurring.

AR4-21/22 - Risk relating to Staff Leave Liability mitigated through the application and compliance with Council's Leave Policy and Management Procedures.

Health – Risk Matrix Rating is considered Low.

Reputation – Risk Matrix Rating considered Low. External Audit is a legislative requirement.

Operation – Risk Matrix Rating considered Low. All Audit and Risk Matters are undertaken as part of Council's operations and within Council's structure and resources. Interim Audit undertaken by independent Audit Contractor for the OAG.

Natural Environment – Risk Matrix Rating considered Low.

ITEM 10 MATTERS FOR CONSIDERATION – BUILDING AND TOWN PLANNING

No matters for consideration.

ITEM 11 MATTERS FOR CONSIDERATION – FINANCE & AUDIT

11.1 Accounts for Payment – August 2021

Meeting Date	30 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) August 2021 Payment List (ii) Transport Takings (iii) Credit Card Statement
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 40-21/22

MOVED Cr McGuinness SECONDED Cr Hippisley

That Council note the following:

1. That Schedule of Accounts for August 2021 covering Municipal Vouchers 23853 to 23857, EFT 9730 to EFT 9857, totalling \$966,603.70 be received (Attachment i); and
2. That Police Licensing payments for the month of August 2021 totalling \$29,523.20 be received (Attachment ii); and
3. That fund transfers to the Corporate Credit Card for August 2021 balance totalling \$467.00 be received (Attachment iii); and
4. That Net Payroll payments for the month of August 2021 totalling \$126,163.32; and
5. That the Lease payment for the month of August 2021 on the CESM Vehicle totalling \$2,423.73.

CARRIED 7/0

IN BRIEF

Payments are per attached schedules 11.1 (i), (ii), and (iii)

MATTER FOR CONSIDERATION

Note the Accounts paid during August 2021.

BACKGROUND

Accounts paid are required to be submitted each month.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996 (Reg 13 (1)) requires that where the Chief Executive Officer has delegated power to make payments from the Municipal or Trust funds a list of accounts paid is to be prepared each month.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Payment from Council's Municipal Fund. Expenditure as per delegated authority and included in the adopted 2021/2022 Budget.

Payments made for the 2021/22 Year in the Payments List have been included in Council's Budget in accordance with section 6.8 of the Local Government Act 1995.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating considered Low – Given Purchasing / Procedures followed, together with Management Separation of acceptance of duties and Processes in place.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low – Creditors reviewed weekly and paid in accordance to agreed terms.

Operation – Risk Matrix Rating considered Low.

Natural Environment – Risk Matrix Rating considered Low.

11.2 Financial Information – Statements of Income and Expenditure for the Period Ending – 31st July 2021

Meeting Date	30 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMCS Leah Horton
Attachments	(i) Financial Statements for July 2021 – Tabled under separate Cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 41-21/22

MOVED Cr Hippisley SECONDED Cr Stacey

That Council receive the Monthly Financial Statements for the period ending 31st July 2021.

CARRIED 7/0

IN BRIEF

- The CEO engaged Local Government Accounting Contractor Bob Waddell to assist Council Staff with the preparation of the Annual Financial Statement to the 30th June 2021.
- Monthly Financial Statement for the period ending 31st July 2021 was unable to be completed in time for consideration at the 26th August 2021 Ordinary Council Meeting as the Year End balances were being verified by Mr Waddell as part of the Year End work.
- The CEO approved that the Contractor undertake additional work to assist the EMCS in the establishment and preparation of the Monthly Financial Statements template for the 2021/2022 Financial Year.
- The Monthly Financial Statement to the 31st July 2021 has been completed by Bob Waddell and Associates (Contractor) and is presented for the September 2021 OCM. The Financial Statement will be provided under Separate Cover to Councillors as soon as it is received from the Contractor (not in the Agenda Papers).
- Mr Waddell will also provide accounting support and mentoring to the EMCS during the year to ensure that the new Reporting Template and Accounting Processes are utilised to optimise their capability and are prepared in a timely manner.

MATTER FOR CONSIDERATION

Council to receive the Monthly Financial Statement.

BACKGROUND

Council resolved in October 2000 (Minute Number 071-00/01) to receive Financial Statements in the required statutory format.

Monthly Financial Statements have in recent years been based on the Moore Australia Template and modified by the then EMCS.

The Monthly Statement for 2021/2022 have been prepared based on the Bob Waddell and Associates Monthly Statements Model (Abridged Version).

It is expected that future Monthly Financial Statements will use the same methodology, however expanding from an abridged version to the automated and self-balancing model already developed by Bob Waddell and Associates.

The Monthly Financial Statements report include the Fund Balances Report and the Budget Variance Report.

The Financial Reporting methodology change from using the Moore Australia Monthly Statements Model to the Bob Waddell and Associates Monthly Statements Model was required to ensure accurate and reliable Financial Statements are produced with confidence by current Council Staff in the future. This additional work has caused a delay in being able to bring reporting up to date, with Management remaining one month behind in reporting to Council at this time.

The Financial Statements for August and September 2021 will be presented at the 28th October 2021 OCM.

STATUTORY ENVIRONMENT

Local Government (Financial Management) Regulations 1996

Regulation 34 requires Local Governments to report on a monthly basis, although it is much more prescriptive as to what is required and its intention is to establish a minimum standard across the industry.

The Regulation requires the local government to prepare each month a statement of financial activity and the statement is intended to report on the sources and application of funds and highlighting variances to budget for the month in question.

Regulation 34 (4)(a) allows for a statement of financial activity and the accompanying documents to be presented at an ordinary council meeting that is within 2 months after the end of month to which the statement relates. Regulation 34 (4)(b) further prescribes that such statements presented will then be recorded in the minutes of the meeting at which it is presented.

POLICY IMPLICATIONS

Nil

FINANCIAL IMPLICATIONS

Council has provided a Budget provision of \$25,000 for Accounting Support expenses in the 2021/2022 Year. It was estimated that the Cost of the preparation of the Annual Financial Statement was to be \$12,000 but the Scope of Works has been expanded by the CEO to include the loading of Council's Fair Valuations for all Assets and assistance with the commencement of the Monthly Financial Statements for the 2021/2022 Year.

Additional Costs will be incurred in early 2022 to complete the work by Bob Waddell and Associates to create an automated and self-balancing Financial Reporting Model for Council's use. The template is successfully used in a number of small rural Councils.

Any Contractor Fees in addition to the \$25,000 Budget Provision will need to be the subject of the Budget Review scheduled to be undertaken by Management and Council in February / March 2022.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 - 2031

5. GOVERNANCE AND LEADERSHIP

5.3 Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

5.4 Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating considered Low – Council has provided Budget Provision for Additional Accounting Services to assist the Council Staff, given the short handover in the EMCS Position at the end of the Financial Year. Overall Financial Risk is mitigated with Monthly Financial Reports being prepared and presented to Council for Review and Monitoring of Council's Financial Position throughout the Year.

Health – Risk Matrix Rating considered Low.

Reputation – Risk Matrix Rating considered Low. Additional experienced Accounting Support and Templates obtained to ensure that full Compliance to the Act, Regulations and Accounting Standards is achieved and maintained.

Operation – Risk Matrix Rating considered Low. Additional External Accounting Contractor Services procured to support the new and existing Council Staff.

Natural Environment – Risk Matrix Rating considered Low.

COMMENT

The Monthly Financial Statement templates have been updated by Bob Waddell and Associates (Contractor) using their own Monthly Statements Model developed for smaller rural and regional Councils.

For this to be completed in a short time-frame, Bob Waddell has used an abridged version of his Model that is fully compliant. It is planned that the Comprehensive Model will be implemented during this Financial Year. This Model is predominantly automated, fully self-balancing and with built in Checkpoints, ensuring that a high level of trust can be placed on the accuracy of the Financial Reports being presented to Council.

The Shire had already contracted Bob Waddell and Associates to complete the End of Financial Year processes and produce the Annual Financial Report for 2020/21.

In discussions with the Contractor to complete this work, it was identified that for the Shire to proceed with Monthly Financial Reporting, a change in the template and methodology was required. Bob Waddell and Associates were then able to very quickly utilise an abridged version of their Financial Reporting model to enable Financial Reports for July 2021 to be completed.

This should now ensure that delays to future Monthly Financial Reports do not occur and that timely and accurate Monthly Reporting by Council Staff is reinstated as of the October 2021 OCM.

Council Staff will prepare future Monthly Statements under the guidance of Mr Bob Waddell.

ITEM 12 MATTERS FOR CONSIDERATION – GOVERNANCE & ADMINISTRATION

12.1 Shire Administration Centre and Works Depot Reception Closure between Christmas and New Year

Meeting Date	30 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	CEO Graeme Fardon
Attachments	Nil
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

RESOLUTION: 42-21/22

MOVED Cr McGuinness SECONDED Cr Cowcill

1. That Council approve the closure of the Shire Administration Centre from 5.00pm Wednesday 22nd December 2021 to 9.00 am on Tuesday 4th January 2022.
2. That Council approve the closure of the Works Depot Reception from 4.00pm on Wednesday 22nd December 2021 to 7.00 am on Tuesday 4th January 2022.
3. The Office Closures and Emergency contact details be publicised in the community through Council's communication mediums.
4. Council advise the Department of Transport of the closure period for the Licensing Agency in accordance with the Licensing Agency Agreement.

CARRIED 7/0

IN BRIEF

- Council in recent years has approved the closure of the Shire Administration Centre and Works Depot Reception for the period between Christmas and New Year Public Holidays. This has enabled staff to have an extended break utilising Accrued Annual Leave or Rostered Days Off entitlements.
- Executive and Senior Staff will be available and able to respond to Emergencies / Telephone Calls.
- Management will prepare a Roster of Council Staff on Leave and those Staff available to respond to Call Outs / Emergencies.
- The CESM will be on "Standby" due to the Bushfire Season
- Council's Works Depot staff will cease work on Wednesday 22nd December 2021, however a number of staff will be available as 'skeleton crew' during the period of leave, and will return to work on various dates throughout January 2022. It is proposed that the Works Depot Reception close at 4.00pm on Wednesday 22nd December 2021 and reopen to the Public on Tuesday 4th January 2022.
- Given that Christmas Day falls on a Saturday this year, it is recommended that the Administration Centre be operational on Monday 20th, Tuesday 21st and Wednesday 22nd December 2021.

- The Town/Parks and Gardens team will not be taking Leave (excluding Public Holidays) to maintain Town facilities, parks and gardens.
- Appropriate community advertising will be undertaken should Council agree to the Shire Administration Centre and Works Depot Reception Closure dates.
- There has been no record of concerns to the Administration that the 2020/2021 Closure caused any major inconvenience to the community nor any adverse publicity.
- Council to consider the closure proposal each year on its merits.

MATTER FOR CONSIDERATION

Council to consider the Closure Period for the Shire Administration Centre and Works Depot Reception for the period between Christmas and New Year 2021/2022.

BACKGROUND

The Works Depot has traditionally been closed for the same period with a 'skeleton crew' available for watering, public convenience maintenance, etc.

The majority of the Works Depot crew will have commence taking their annual leave entitlements as at the COB on Wednesday 22nd December 2021, and will return to work on various dates in January depending upon their period of leave taken.

The Works Depot staff will advise who is remaining in the District so an 'Emergency Call Out' roster can be developed.

It is anticipated that there will be Staff members available to provide a full suite of Customer Services, including Department of Transport transactions in the 3 days of the 20th -22nd December 2021.

STATUTORY ENVIRONMENT

Nil.

POLICY IMPLICATIONS

Nil - Determined by Council each Year.

FINANCIAL IMPLICATIONS

Nil, as Staff will be utilising Annual Leave or Rostered Days Entitlements.

Department of Transport require Notification of the Days of the Closure for Licencing Agency purposes.

Transport Customers are able to renew standard transport licences on the internet and via BPAY at any time.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2017 - 2027

5. GOVERNANCE AND LEADERSHIP	
5.1	Shire communication is consistent, engaging and responsive
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community

COMMUNITY CONSULTATION

Closure will be fully publicised in Council and Community Publications and the Website.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Low. Council Staff will be utilising Annual Leave or Rostered Days Off entitlements, thereby reducing Council's leave liability.

Health – Risk Matrix Rating is assessed as Low

Reputation – Risk Matrix Rating is assessed as Low. Risk is mitigated through extensive publicity in the Community well in advance of the Closure.

Operation – Risk Matrix Rating is assessed as Low. Council base services such as the maintenance of Public Facilities and Parks / Gardens, Caravan Park are continued through the Christmas / New Year period. Further, Council's Waste and Recycling Facility will be operating on the Normal Days / Hours excluding Christmas Day and New Year's Day.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Subject to Council determination, the proposed Shire Administration Centre and Works Depot Reception closure is as follows: -

Administration Centre and Works Depot Reception Closure

Monday 20th December 2021 – Admin Centre & Works Depot Open

Tuesday 21st December 2021 – Admin Centre & Works Depot Open

Wednesday 22nd December 2021 – Admin Centre & Works Depot Open

Thursday, 23rd December 2021 - Closed

Friday, 24th December 2021 Christmas Eve- Closed

Monday, 27th December 2021 Christmas Holiday – Public Holiday

Tuesday, 28th December 2021 Boxing Day Holiday - Public Holiday

Wednesday, 29th December 2021 - Closed

Thursday, 30th December – Closed

Friday, 31th December New Year's Eve – Closed

Monday, 3rd January 2022 New Year's Day observed – Public Holiday

Tuesday 4th January 2022

- Works Depot re-opens at 7.00am
- Administration Centre re-opens at 9.00am

12.2 Business Support Grants Program (2021/22) – September 2021

Meeting Date	30 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	GPO Jen Green
Attachments	(i) Business Support Grants Assessment – Under separate cover (ii) Grant Applications – Under separate cover (iii) CS.5 Business Support Grants Policy
Owner/Applicant	N/A
Disclosure of Interest	Nil

OFFICER RECOMMENDATION

1. That Council accepts the Officer's Report and Grant Assessment Report on the September 2021 Business Support Grant Applications.
2. That Council provides funding for the received applications in September 2021 to the value of \$6,186.17 to the Businesses listed in the Grant Assessment Document.

RESOLUTION: 43-21/22

MOVED Cr McGuinness SECONDED Cr Hippisley

That Council accepts the Officer's Report and Grant Assessment Report on the September 2021 Business Support Grant Applications.

CARRIED 6/1

MOVER NIL

That Council provides funding for the received applications in September 2021 to the value of \$6,186.17 to the Businesses listed in the Grant Assessment Document.

MOTION LAPSED

ALTERNATIVE MOTION

RESOLUTION: 44-21/22

MOVED Cr Smith SECONDED Cr McGuinness

That Council support the Quairading Pharmacy Application and provide funding of \$1,186.17 for the Shop Front Signage under the Business Support Grant Program.

CARRIED 7/0

Reason for Variation to the Officer's Report

Determination of Grant Applications at Council's discretion. Council considered that the Application from the Quairading Pharmacy best fulfilled the Criteria and Objective of the Grants Program and was supported.

Council considered that it was not appropriate for Council Grant Funds to be directed towards Consultancy Costs relating to the proposed Liquor Licence Application by the Quairading Farmers' Cooperative.

IN BRIEF

- The Business Support Grants Process and Policy was endorsed by the Council in February 2021.
- The Business Support Grants Program was launched on the 2nd of August via the Shire Facebook Page, Website, Banksia Bulletin and direct email to all Quairading businesses.
- Two applications were received during September 2021 with Grant Values of \$6,186.17.
- Total Project Costs for the 2 Applications is valued at \$28,972.34
- Details of each Application have been provided for Consideration and Recommendation to Council.
- The Applications were evaluated by the Grant Team based on the Criteria in the adopted Grant Guidelines.
- Council has budgeted a Total of \$20,000 for the Business Support Grants Program in the 2021/2022 year.

MATTER FOR CONSIDERATION

- Evaluation of Business Support Grant Applications received by Grants Project Officer in September 2021.
- Allocation of financial resources in the Business Support Grants Program.

BACKGROUND

At the February 2021 Council Meeting, Council adopted a Business Support Grants Policy and supporting Guidelines.

The Business Support Grants Program was opened on 2nd August 2021 with Policy and Grant Application forms forwarded to all Quairading Businesses via email and regular advertising has been conducted in the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

The program is open all year round and funding up to \$5,000 per business is available for a range of projects not limited to:

- Training and Professional Development.
- Investing in e-commerce activities.
- Projects that increase business opportunity and sustainability.

During September 2021, two applications were received to the value \$6186.17 in Grant monies sought.

Business	Project	Amount
Quairading Pharmacy	Main Street signage at the Pharmacy	\$1,186.17
Quairading Farmer's Co operative	Liquor Licence Application Consultancy	\$5,000.00
Grand Total		\$6,186.17

If accepted, balance of GL4591 will be \$13,813.83.

STATUTORY ENVIRONMENT

Local Government Act 1995.

POLICY IMPLICATIONS

Business Support Grants Policy - Attached

FINANCIAL IMPLICATIONS

2021/2022 Budget – Subject to Applications received and supported. Maximum of \$5,000 Grant per Application.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2030

2. ECONOMY	
2.1	Promote the Economic and Business Growth Strategy for current businesses and the sustainable attraction of new industry (Small Business Friendly Local Government and Action Plan)

5. GOVERNANCE AND LEADERSHIP	
5.1	Shire communication is consistent, engaging and responsive
5.3	Provide informed and transparent decision making that, meets our legal obligations, and the needs of our diverse community
5.4	Implement systems and processes that meet legislative and audit obligations

COMMUNITY CONSULTATION

The Business Support Grants Program is advertised regularly through the Banksia Bulletin, Passion Sheet and via the Quairading Shire Facebook Page.

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial – Risk Matrix Rating is assessed as Low. \$20,000 has been provided for the Business Support Program in the 2021/2022 Adopted Budget.

Applications are assessed and presented to Council on a “first come” basis but Program limited to the Budget provision.

Further refinements through reviews to the Grant Process will reduce risk to Council and the Businesses through better planning and delivery of Projects supported by the Shire.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low. Council has implemented the Business Support Program following feedback from Business Houses and the Community.

There may be increased reputational risk with the Grant Application from the Quairading Farmer’s Cooperative which is seeking Grant Funding towards Consultancy Costs associated with a future Application for a Liquor Licence for the Business. It is highlighted that the Cooperative have engaged a Consultant to undertake a Business Viability Assessment of the proposal and its presentation to the Coop Board. If the Viability Report substantiates the Proposal, the Board would then seek Shareholder support / endorsement to proceed with preparing an Application for a Liquor Licence. It is understood from the

Application, that the Business Support Grant would not be required if the Business Viability Report did not substantiate the Proposal or the Board or Shareholders determined not to proceed with a Liquor Licence Application.

Operation – Risk Matrix Rating is assessed as Low. Grant Program administered within Council's current Structure and Resources.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

- Two grant applications were received and assessed.
- Assistance was provided to each Business to ensure the applications were completed correctly.
- Both grant applications meet the selection criteria outlined in the Grant Guidelines.

ITEM 13 MATTERS FOR CONSIDERATION – HEALTH AND BUILDING

No matters for consideration.

ITEM 14 MATTERS FOR CONSIDERATION – WORKS

14.1 RFQ Bituminous Surfacing Application Works for 2021/22 Year

Meeting Date	30 th September 2021
Responsible Officer	CEO Graeme Fardon
Reporting Officer	EMWS Allan Rourke
Attachments	i) Quote Comparison – Under separate cover ii) Evaluation Scorecard – Under separate cover
Owner/Applicant	Shire of Quairading
Disclosure of Interest	Cr McGuinness - Declared an Impartiality Interest with Item 14.1 RFQ Bituminous Surfacing Application Works for 2021/22 Year. Historic employment with EDI.

OFFICER RECOMMENDATION

RESOLUTION: 45-21/22

MOVED Cr Smith SECONDED Cr Stacey

That Council award RfQ (Request for Quotation) for Bituminous Surfacing Application Works for the 2021/22 Works Program to Downer EDI Works Pty Ltd Western Australia Pty Ltd for the quoted price of \$544,930.26 excluding GST.

CARRIED 7/0

IN BRIEF

- Quotes have been sought through WALGA e-Quotes for Bitumen Services for Council's 2021/2022 Road Program in accordance with the Local Government Act and Council's Purchasing Policy.
- Quotations received have been assessed by Chief Executive Officer (CEO) Executive Manager of Works & Services (EMWS) on the Criteria outlined in the RFQ.

MATTER FOR CONSIDERATION

For Council to consider the quotes received for Bituminous Surfacing Application Works, in respect for the Shire of Quairading's 2021/2022 Roadworks programme.

BACKGROUND

Council's 2021-22 budget includes an allocation for the procurement of services for road sealing for its Road Construction program. As the cost of services will exceed \$250,000 a Request for Quotation (RFQ) process was undertaken through the WALGA Preferred Supplier eQuotes in accordance with Council's Purchasing Policy.

A specification was drawn up and the RFQ was advertised on the WALGA Preferred Supplier eQuotes portal on the 19th August 2021. The closing date of the RFQ was on 3rd September 2021 at 4.00pm.

Below are the five suppliers invited to quote:

All five companies are experienced and are pre-qualified to be on the WALGA Preferred Supplier Panel.

1. Bitutek Pty Ltd
2. Boral Asphalt
3. Downer EDI Works Pty Ltd
4. Colas Western Australia Pty Ltd.
5. Fulton Hogan Pty Ltd

The scope of works contained in the specification called for the submission of prices for two coat primer seal and single coat seal applications for various roads included in the 2021/22 Road Construction program with Quotes received being subject to the following criteria in the valuation of the submissions.

- a) Submitted rates (pricing), bitumen price and resource wet hire hourly cost rates – 25%
- b) Inclusion with the RFQ submission and Price Schedule, an attachment providing a clear concise formula for calculating the change to these quoted rates due to the variation of the bitumen supply price at the time of the actual works as compared to the bitumen supply rate at RFQ closing time – 25%
- c) Demonstrated experience in completing similar projects – 25%
- d) Current commitment scheduled status – 25%

The Shire has adopted a best value for money approach to this quotation evaluation. This means that, although price is considered, the RFQ containing the lowest price will not necessarily be accepted, nor will the RFQ ranked the highest on the qualitative criteria. The extent to which a submission demonstrates greater satisfaction of each of these will result in a greater score. All three suppliers have addressed the criteria and are suitably qualified to perform the works stated in the scope.

Three companies have submitted quotations above Council's Budget allocation for the supply of bitumen services.

Colas Western Australia Pty Ltd and Fulton Hogan Industries declined to quote, as they are fully committed on other work within the State.

STATUTORY ENVIRONMENT

Local Government Act 1995

Local Government (Functions & General) 1996 Reg. 11.

POLICY IMPLICATIONS

Shire of Quairading Purchasing Policy requires that for Estimated Purchases over \$250,000, Council is to call public tenders. The Local Government (Functions & General) Regulation allows for the tender process to be waived in lieu by seeking quotations from suppliers on WALGA's Preferred Supplier Panel.

FINANCIAL IMPLICATIONS

The procurement of bitumen service contractors to assist the 2021/2022 construction program has been allocated in the 2021/2022 Budget. The Shire's provision with the funding is \$446,724 ex GST and the recommended Quote is \$544,930 ex GST. Shortfall of \$98,206 ex GST.

EMWS had increased the sealing component from 2020/2021 rates by 10% for the 2021/2022 Budget.

The increase of the rates received has risen further than expected due to the demand on these services brought about by the injection of infrastructure stimulus monies from Federal and State Governments during this Covid19 Pandemic.

To reduce the impact to the 2021/2022 Budget allocation for sealing recommendations are below:

- 1) Reduce the scope in resealing on the Doodenanning – Mawson road from 49,104 M2 to 37,294 M2 Saving of \$55,978 Ex GST. This project is fully funded from LRCI #3 (Correspondence received via email from the preferred supplier confirming that the square metre rate would not rise if the scope is reduced on this project. This would allow the allocated \$176,774 for this project to remain as budgeted.
- 2) Balance of \$42,228 of the shortfall will be monitored on the four remaining Capital projects to see if savings can be made during construction to offset the \$42,228.
- 3) If savings cannot be achieved, Council could allocate the shortfall at the Budget review process from the Road Infrastructure Reserve Fund which has a current Balance of \$429,219 as at the 30th June 2021.

The Quote recommended is outside the allocated 2020/21 Capital Budget. The Roads Program will support an improvement in the Operating Ratio in future years, as the improvements reduce the maintenance costs of the road.

STRATEGIC IMPLICATIONS – Strategic Community Plan 2021 – 2031

3. BUILT ENVIRONMENT	
3.1 Safe, efficient and well maintained road and footpath infrastructure	Achievement of the 10yr road plan goals and strategies
	Less impact on our roads due to extreme weather events and increased vehicle tonnage (road engineering, stormwater management)

COMMUNITY CONSULTATION

Nil

RISK ASSESSMENT – Risk Management Policy and Risk Management Governance Framework Applicable.

Financial - Risk Matrix Rating is assessed as Medium. The recommended quote for the works is in excess of the Budget Allocation. Management have provided a recommended strategy to reduce the exposure to the Over Budget scenario. All Quotations received exceeded the Material & Contractor Budget which had been increased by 10% on the Actual Bitumen Services Costs charged in 2020/2021, however this is an insufficient Provision to carry out the full scope of the Works, without modification.

Health – Risk Matrix Rating is assessed as Low.

Reputation – Risk Matrix Rating is assessed as Low - Procurement follows Local Government Act and in accordance with Council's Policy.

Operation – Risk Matrix Rating is assessed as Low - Allows for Capital Works to be undertaken, with modification to conform with Council's Budget and planned Operations.

Natural Environment – Risk Matrix Rating is assessed as Low.

COMMENT

Of the three submissions received, all are major Contractors of sealing and bitumen supplies in Western Australia and all companies are known to the EMWS.

All three companies that submitted Request for Quotations met the Qualitative Criteria outlined in the RFQ documents and equally scored 60 out of 100 in the Weighted Scoring (Good offer, no deficiencies, meets criterion)

Price consideration has Downer EDI Works Pty Ltd ranked first.

Downer EDI Pty Ltd carried out the sealing works in 2020/2021 financial year and provided a good quality of work and was able to meet the programming Schedule for the works to be completed.

Therefore, the Officer recommends Downer EDI Works Pty Ltd as the successful Contractor.

ITEM 15 URGENT COUNCILLORS' BUSINESS

Nil.

ITEM 16 CONFIDENTIAL BUSINESS – AS PER LOCAL GOVERNMENT ACT S5.23 (2)

No matters for consideration.

ITEM 17 NEXT MEETING DATE

Cr Jo Haythornthwaite commended Shire President Cr Davies on his 10 years of Service on Council.

Cr Jo Haythornthwaite further identified that Cr Davies had served Council in the capacity of Deputy Shire President for 2 years followed by a further 4 years as Shire President and commented that he has done an outstanding job.

Cr Jo Haythornthwaite also acknowledged Cr John Haythornthwaite on his 2 years of Service to Council.

Cr Jo Haythornthwaite thanked Councillors and Staff for their attendance at the meeting.

The next Ordinary Meeting of Council is scheduled to take place on Thursday 28th October 2021, commencing at 2 pm in the Council Chambers, 10 Jennaberring Road, Quairading.

ITEM 18 CLOSURE

There being no further business, the Chairman closed the Meeting at 3.28 pm.

I certify the Minutes of the Ordinary Meeting of Council held on 30th September 2021 were confirmed 28th October 2021 as recorded on Resolution No. 46-21/22

Confirmed.......... 28/10/2021